

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is the entrance line class for the police service. Employees of this class perform specific, assigned duties under the close supervision of a superior officer. Duties are generally in the areas of traffic control and traffic accident investigation, patrol and primary investigation of complaints, and training for more responsible tasks. This class ranks immediately below that of Police Corporal.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Performs traffic accident investigation duties such as: checking for injuries and calling for medical aid if needed; providing for traffic movement around the accident scene; interviewing drivers of vehicles involved in accidents and witnesses to obtain information necessary for accident report; examining vehicles to determine point of impact, taking necessary measurements, making sketch of accident scene; determining cause of accident and issuing citations if necessary; providing for the removal of damaged vehicles and removal of any debris from road.

Performs traffic control duties such as: directing traffic; issuing tickets and summonses for parking or moving violations; checking driver's licenses; stopping drivers suspected of driving while under the influence, performing field sobriety test, performing PEI test; operating radar unit to apprehend speeding vehicles; checking for expired license plates or safety stickers; escorting funerals or parades, oversize vehicles, or emergency vehicles.

Patrols assigned area in squad car or on foot to prevent crime and to protect lives and property; performs building security checks; assists firefighters at fire scene; recovers lost or stolen property; patrols school zones and guards school crossings when necessary; observes hazardous conditions such as fallen power lines and reports such for remedial action; provides for the removal of vehicles abandoned on public property.

Makes initial investigation of complaints received performing duties such as: interviewing victims or witnesses and taking statements; providing information and/or descriptions to other law enforcement agencies; checking to see if medical attention is necessary and providing for such by applying first aid or

calling for medical assistance; protecting crime scene;
conducting searches with a search warrant, seizing contraband or
evidence.

Apprehends suspects and makes arrests in accordance with the law and established procedures, performing related duties such as: searching, transporting, and booking suspects; working with legal officials to prepare cases for trial and testifying in court.

Fills out necessary forms and writes necessary reports of activities.

Participates in formal and informal training as directed.

Controls crowds at fire scene, public meeting, etc.

May also perform duties such as answering questions for public and assisting citizens in non-emergency situations such as locked cars; patrolling school zones and checking on crossing guards; assisting in the care of prisoners in the jail; acting as desk officer, answering telephones and taking complaints; taking money for bonds; providing for the maintenance and refueling of police vehicles.

Performs related duties as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of basic mathematics including addition, subtraction, multiplication, and division of whole numbers, fraction, and decimals.

Ability to read and understand technical material such as manuals, orders, reports, legal documents such as warrants; ability to apply knowledge gained to performance of work.

Ability to assess a situation, draw valid conclusions, and take appropriate action.

Ability to perform duties under physical and psychological pressure and stress.

Ability to follow orders and procedures quickly and without question.

Ability to perform routine tasks in accordance with established procedures.

Ability to form cooperative working relationships with other departmental employees.

Ability to talk to and deal with people in a professional manner.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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